

**Minutes from the North Norfolk Skills Partnership Steering Group held at  
Merchants' Place, Cromer on 6 June 2007 at 10.00 am**

<b>Agenda Item</b>		<b>Action</b>
	<p><b>Present:</b>            Roger Allen - Connexions            Pauline Chamberlain – Fakenham College/Learning Community            Tim Ellen – Paston College FE sector            Samir Jeraj – Research Graduate            Ric Martin – Norfolk Learning Partnership            John P Morgan – Skills Partnership Development Officer            Richard Polley – Learning and Skills Council            Rena Savage – Norfolk Adult Education            Robin Smith – North Norfolk District Council            Geoff Thompson – North Norfolk District Council            Don Venvell (Chair)            Melissa Wallis-Riches – Meridian East            Judy Youngs – Norfolk Adult Education</p>	
<b>1</b>	<p><b>Introduction and Welcome</b>            JM welcomed everyone to the meeting as DV would be arriving late. At the request of RS, everyone introduced themselves.</p>	
<b>2</b>	<p><b>Apologies</b>            Gillian Bolam – North Norfolk Business Forum            Ian Doughty – North Norfolk Business Forum            Jon Holt – Jobcentre Plus            Su Pointer – Health and Social Care Sector            Steve Walker – GMB Union Learning Rep            Julie Worrell – UEA representing HE Sector</p> <p>JM explained that the funding for Nicky Bennett's post had ended in May so she would not attend any more of these meetings.</p>	
<b>3</b>	<p><b>Minutes of the Last Meeting</b>            JY asked that the wording in the penultimate sentence of the first paragraph be changed to read: "JY commented that Adult Education is currently planning its 07/08 programme without the benefit of the local business needs analysis." This was agreed. Apart from this amendment, the minutes were accepted as a correct record.</p>	
<b>4</b>	<p><b>Matters Arising</b>  <i>Membership of Group</i>            In the light of NB leaving the group, JM wondered if another representative from the voluntary sector should be asked to join. DM will continue to represent the Business Forum. JM had spoken to JH and he will attempt to attend meetings.            JM had had a number of meetings with the Local Area Partnerships (LAPs) to ensure this group was not conflicting with their strategies. All meetings had been positive. He had added them to the circulation list for these meetings and their co-ordinators had been invited to attend if they wanted.            (DV and TE arrived at this point and DV took over Chairmanship of the meeting.)</p>	
<b>5</b>	<p><b>Presentation on Rural Deprivation</b>            SJ explained that he had been tasked to collect and make available information on deprivation in North Norfolk using information from the OCSI report on Rural Deprivation in Norfolk. He had edited this to show areas of particular relevance to North Norfolk in order to guide future interventions.            At super output level (1500 people approx) only Cromer had multiple indices of deprivation. However this level could hide small pockets of deprivation so the latest OCSI study analysed output levels (300-500 people approx) and this revealed 12 areas of deprivation including Cromer (multiple), Holt, Wells, Stalham, Melton</p>	

	<p>Constable, Fakenham (multiple) and North Walsham (multiple). The information was in the form of maps. It would still be possible to miss small areas of deprivation, however, this information could be used to justify intervention and ask for funding. A report will be published by the end of June on rural deprivation which will include the maps and statistics.</p> <p>DV asked if this information could be compared with information collected in 2000 to see if there had been any improvement or deterioration. SJ explained that definitions might have changed since then but he could look at this.</p> <p>RS said that the Skills Partnership should create a framework for action which would influence providers. The District Council is preparing a new Economic Development Strategy and beginning to identify sources of funding. One or two projects which would make a difference would be championed.</p> <p>TE commented that it is important to ensure that local providers respond to demand and are proactive in identifying priorities.</p> <p><b>ESF Consultation Day</b></p> <p>JM and GT had attended a presentation the previous day about future European funding. Consultation was still taking place but would end on 15 June. The results will be analysed by the end of July with the final plans being drawn up during August or September. This would then be followed by tendering rounds by organisations like the LSC or Jobcentre Plus during September with project delivery to commence in January 2008.</p> <p>RS commented that this group should identify a framework of skills development required which would form part of the new Economic Development Strategy.</p> <p>This is our opportunity to influence co-financers' plans. Our area is unique and it is important that any plans reflect problems identified including the wide diversity of skills and access difficulties. JM agreed to draft a response to the ESF framework document bringing attention to the particular needs of North Norfolk and circulate it for approval to this group.</p> <p>There were two main priorities: extending employment opportunities and adapting the skills of the workforce. £155m will be allocated over the next six years across the six counties in our region, none of which is specifically ring-fenced for Norfolk. There are cross-cutting themes of equal opportunity and diversity and sustainable development. RS commented that it is important for North Norfolk to have a voice as a District in order to gain funding as Government was focusing on urban areas.</p> <p>RM felt there should be a representative from Children's Services on this group. It would not be possible to have a schools representative as each school acted individually and one person could not speak for all.</p> <p>It is important to have a document that gives the group direction and key priorities. JM had already produced an action plan and it was agreed that a few members of the group should meet to finalise this. An information pack could then be produced which would be sent to various organisations which could then inform their plans.</p>	<p>SJ</p> <p>JM</p> <p>JM</p>
6	<p><b>COWA Closures Update</b></p> <p>The sub-group had met and would be meeting again after this meeting. The response to the closures had been discussed and JM was writing a report which he will circulate giving facts and figures.</p> <p>It had been agreed that a specific response targeting Fakenham and Sheringham would be inappropriate, rather a more general letter stating core values, identifying need and reaction to need.</p> <p>The sub-group had started work on action regarded appropriate which was setting up IAG in key settlements and identifying need. The work of SJ would be useful here. Current providers needed to be informed on a continuing basis so they could plan appropriately. It is important to set something up in Fakenham as soon as possible and to identify funding. Another funding opportunity has arisen in Stalham via Leader + and this money needs to be spent by next summer. DV commented that locations with flexible spaces were limited. Adult Education already use village halls around the</p>	<p>JM</p>

	District in order to combat access difficulties. JY said it is important to find out what training people want so relevant courses are made available. Information on this from all sources would be welcomed.	
<b>7</b>	<b>Reports</b> JM tabled a draft profit and loss account which covered funding via the learning community route and NNCP. This will be finalised soon.	
<b>8</b>	<b>Issues to be Raised by Individual Members</b> There were none.	
<b>9</b>	<b>AOB and Next Meeting Dates</b> It was agreed that Stephen Eldred and Philip Burton be invited to the meeting on 18 September in order that they could hear the debate. The action plan will be in place then.  JM informed the group that Merchants' Place had opened one year ago and that on Monday 11 June, commencing at 2.00 pm, there will be a User Forum to which partner organisations had been invited. This would look at what had been achieved and also look to the future. All Skills Partnership members were welcome to attend.  The next meeting will be on 18 July at 10.00 am.  The meeting closed at 11.40 am.	

Signed: .....

Dated: .....